

## **ASPIRE**

How to Process a Summer Graduate

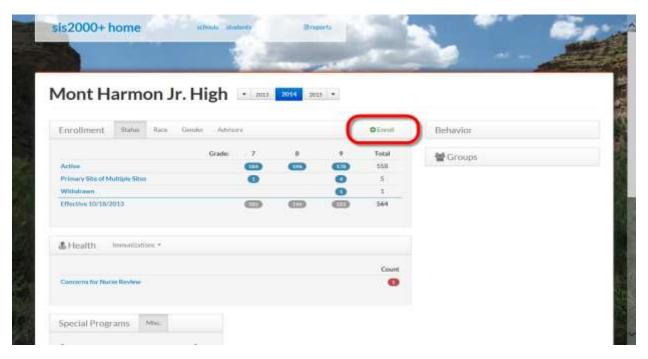


### How to Process a Summer Graduate

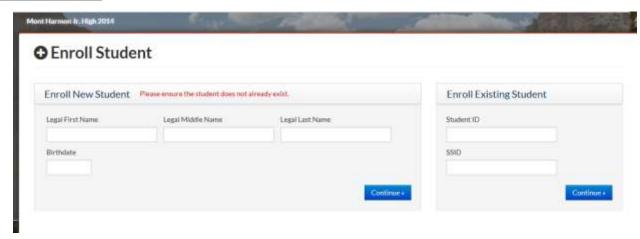
#### **Summer Graduate**

**Background Information:** If a student did not graduate on time at the end of the school year but intends to earn enough credits to graduate during the summer, he should be given a "GP" Graduation Pending - High School Completion Status. When he subsequently earns the credit and qualifies for graduation, special attention needs to be paid to entering codes and dates correctly. If the student fails to earn the required credits, he will become an automatic dropout for Clearinghouse purposes (without your intervention). Important: The procedures described below are based on the assumption that your Clearinghouse upload file has been submitted prior to when students earn the needed graduation-qualifying credit. If it has not, insert graduation dates/codes in the usual way.

Click on located on the following screen:





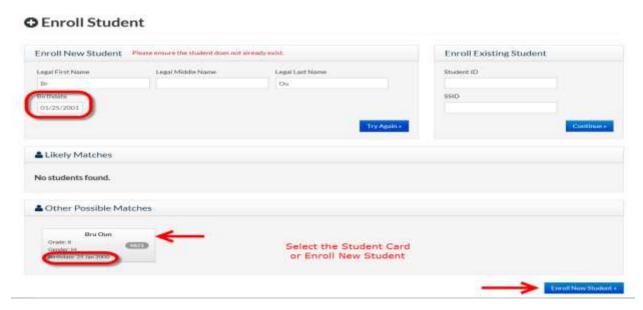


This screen will appear each time you select . It allows the user to find a current student, determine whether a student record exists in the district database prior to adding a student, re-enroll a prior student, or add a new student. It has sophisticated searching options and built-in features that prevent entering duplicate and ineligible students or inadvertently modifying data on the wrong student.

#### **Search Options:**

- 1. Based on last, first name, and birthdate full or partial characters can be used.
- 2. Based on Student ID the entire number must match for a student to be located.
- Based on SSID the entire number must match for a student to be located.

This search is referred to as the Enroll Student Search and does a district wide search each time.



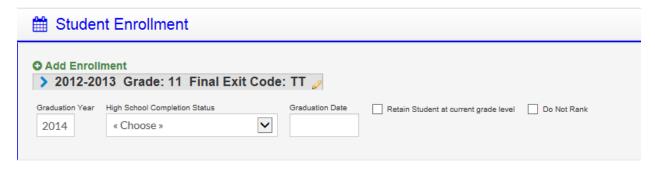
The search gives the user possible matches based on the information that has been entered and allows the user to determine if it is the same student or a new student.



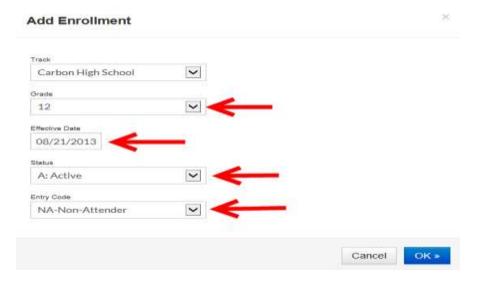


If it is the correct student, select the student card

- The Enrollment screen will appear with any of the student's previous demographic information. All information for a student is now located on a single screen that has been broken into sections based on the information being collected and entered.
- Scroll to the Student Enrollment section.

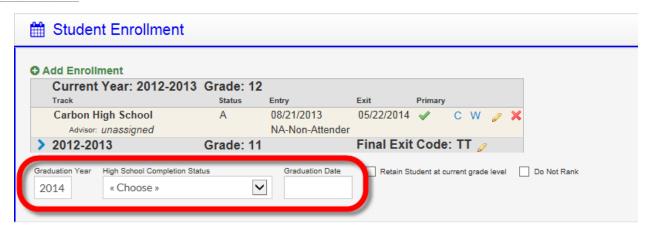


Click Add Enrollment



- Grade select "12"
- Effective date first day of school
- Status A: Active
- Entry code NA-Non-Attender
- Click OK »

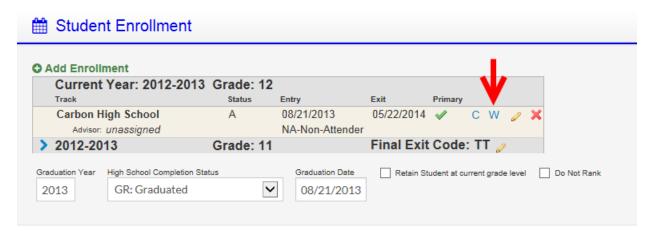




- High School Completion Status select the appropriate graduation code
- Graduation Date enter date
- Graduation Year should remain the year the student should have graduated
- Scroll to the District Information section



- Change the "Resident Status" to "x-ES Change Record"
- Scroll down to the bottom and click
- When you received Changes saved successfully. , scroll back down to the Student Enrollment section

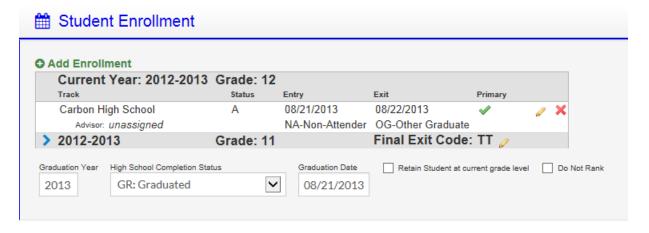


• Select wto withdraw the student



# Attention: If you continue with withdrawing the current status(es) and save these actions, scheduling and attendance data will be permanently deleted! Reason OG-Other Graduate Effective Date 08/22/2013 Cancel OK »

- Reason select the appropriate code for the student
- Effective date make sure that the exit date is NOT the same as the entry date
- Click OK »



Scroll down to the bottom and click